

Health and Safety Training Procedure

1. PURPOSE

- 1.1 The purpose of this Procedure is to detail how Health and Safety training is carried out within the University of Ulster. It will define how training is planned, delivered, recorded and the courses that should be undertaken by all the staff of the University of Ulster.

2. SCOPE

- 2.1 This procedure applies from 1st xxx 20xx and provides a framework for the planning and delivery of Health and Safety training for all University staff.

3. DEFINITIONS

Training	Organised activity aimed at imparting information and/or instructions to improve the recipient's performance or to help him or her attain a required level of knowledge or skill. Training can be either instructor lead or online.
----------	---

4. RESPONSIBILITIES

The Vice Chancellor

- 4.1 On behalf of the Council the Vice-Chancellor has executive responsibility to ensure, that the requirements of the health and safety legislation and the University health and safety policy are complied with. The Vice-Chancellor will ensure that responsibility for health and safety is properly assigned and accepted at all levels within the University.

Deans, Directors, Heads of Schools and Departments and Research Institute Directors

- 4.2 Responsible for ensuring that both they and their staff have received sufficient information, instruction and training to ensure that they are able to work in a safe and healthy way.

5. PROCEDURE

Duties under the Law

- 5.1 The University has a duty to ensure that all staff are “competent” to undertake their duties. Competency is usually assessed through the provision of adequate information, instruction, training and supervision, plus relevant experience. It should be noted that competency cannot be achieved by experience alone.

Induction

- 5.2 Health and Safety training must be part of the University of Ulster’s induction training and also managers should include Health and Safety in the school/department induction.

Planning

- 5.3 Each manager shall create a training matrix for his / her staff. This matrix will include all the Health and Safety training required by post / person, appendix 1 outlines the essential and encouraged training by staff group. This should be used as a starting point for the training matrix; the matrix should also include other courses that may be required e.g. First Aid, Radiation Protection Supervisor, Gas Cylinder Safety etc.
- 5.4 It should be noted that some courses require refresher training every three years e.g. First Aid, it is recommended that all Health and Safety training should be refreshed every three years and also first aiders should complete the HeartStart course every year to maintain their basic life saving knowledge and skills.
- 5.5 Each year, managers should assess the training requirement for their staff and in conjunction with Staff development create a training plan.

Organisation and Delivery

- 5.6 A number of Health and Safety courses are organised by Staff Development including both instructor lead and on-line.

Training Records

- 5.7 For courses organised by Staff Development attendance records must be returned to Staff Development for entry of details into the training database. Training reports will be created by Staff development for Campus Health and Safety committee meetings. Training records for safety courses organised by schools or departments must be kept by the employee’s manager.

Audit

- 5.8 Training is assessed during the audits carried out by Health and Safety Services when the main elements will be, training matrix, training plan, trained staff and refresher training.

6. Bibliography

The Health and Safety at Work (Northern Ireland) Order (1978)

Appendix 1: Health and Safety Training Matrix

Staff group	Essential training	Encouraged training
All staff	On line fire safety awareness course On line Display Screen Equipment	Manual handling skills Heartstart
Senior managers / leaders	Managing Health & Safety in the University for Senior Managers	Risk assessment
Staff with management responsibilities, e.g. Head of School / Department or Research Institute, Heads of Faculty Admin or	Management of Health and Safety Stress Management Advanced fire safety awareness Risk Assessment	Head of School Forum Accident Investigation
Academics – Senior Lecturers, lecturers	Risk assessment	Advanced fire safety awareness Stress Management Accident Investigation Management and control of Student Projects and Student Placement – Course Directors Safety and Overseas travel
Health and Safety Co-ordinators	Health and Safety Co-ordinator Induction workshop Risk assessment Advanced fire safety awareness	Health and Safety Co-ordinator Forum Accident Investigation

Staff group	Essential training	Encouraged training
Technical Services Managers Chief Technicians	Management of Health and Safety Risk assessment – general, COSHH Assessment, Manual Handling Assessment	Advanced fire safety awareness Stress Management Health Surveillance
Technicians	Risk assessment COSHH risk assessment Manual handling assessment	Fire specialist Gas Safety
Security Officers, Sport & Recreation Staff	First Aid	Accident Investigation
Manual Staff	Manual handling skills	